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Approved For Release 2001/03/22 : CIA-RDP78-05252A000300070087-4

**CONFIDENTIAL**

30 March 1951

MEMORANDUM

TO : The Comptroller

THRU: Chief, Audit Division, I&S  
Deputy Comptroller

FROM: Acting Chief, Finance Division

SUBJ: Reimbursement for Mileage and Parking Fees for Use of Privately  
Owned Automobiles in the Metropolitan Area

1. In accordance with your request, we submit the following comments with respect to the attached recommendation of the Training Division that parking fees and reimbursement for mileage be allowed training instructors while using privately owned automobiles for official business in the Metropolitan area.

2. In June of 1950 after having noticed a marked increase in the number of requests for reimbursement of such items from the Training Division as well as many other components of the Agency, the question of allowability for such items was raised at a staff meeting held by the Executive. After discussion of the problem it was determined that the Finance Division should not continue to allow such claims except where the need therefor had been clearly established and proper travel orders had been issued. This exception was intended to provide for regular trips to [REDACTED] the nearby area. For trips within the city, it was determined that public transportation or transportation furnished by the motor pool, including permanently assigned vehicles, should be utilized. If these facilities were not satisfactory, it was determined that the matter should be taken up with the then Administrative Staff, with a view toward assignment of more vehicles or other appropriate action. This information was given to the offices concerned in late June of 1950, which apparently is the basis for the statement in Para. 4 of the attached memorandum that the Finance Division on 1 July 1950 ruled that no further reimbursement would be allowed for mileage charges within the District of Columbia.

3. We interpret the Travel Regulations to include parking fees and other miscellaneous expenses in the reimbursement at .07 cents per mile if such is granted. If this interpretation is correct, it would not appear appropriate to make reimbursement on a mileage basis and, in addition, allow parking fees or other miscellaneous expenses. However, in our opinion, it is doubtful that the Regulations were intended to cover the situation confronting training instructors and others in CIA, who find it necessary to make frequent short trips within the city because security considerations will not permit conduct of the business in CIA buildings.

4. We recommend that consideration be given to the following:

(a) Assignment of vehicles to organizational units  
where the volume of business warrants.

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(b) More extensive use of the Motor Pool when vehicles described in (a) are not available.

(c) The use of public transportation when (a) and (b) are not available.

(d) The use of taxi cabs when (a), (b), and (c) are not available; and

(e) The use of privately owned automobiles for regular trips of a definite duration, when properly authorized in travel orders, and for miscellaneous trips when no other means of transportation is available.

If the use of privately owned automobiles for short trips within the city is approved, we recommend consideration of reimbursement at a fixed mileage rate, and parking fees when necessary within the District of Columbia. Our reason for recommending that privately owned vehicles be used within the city only as a last resort, is that claims therefor are excessively difficult and expensive to administer. Even if claimed on a monthly basis, we believe it would cost the Government considerably more than the amount of the claim to effect payment and process the vouchers.

5. We recommend that this matter be referred to the Transportation Branch prior to re-submission to the Deputy Director.

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Acting Chief, Finance Division

Attachment

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments